



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, CENTRAL COMMAND

7115 SOUTH BOUNDARY BOULEVARD

MACDILL AIR FORCE BASE, FLORIDA 33621-5101

MARCENTO 5110

ADJ

JUL 20 2006

U.S. MARINE CORPS FORCES, CENTRAL COMMAND ORDER 5110

From: Commander, U.S. Marine Corps Forces, Central Command
To: Distribution List

Subj: U.S. MARINE CORPS FORCES, CENTRAL COMMAND OFFICIAL MAIL
PROGRAM

Ref: (a) DOD 4525.8
(b) OPNAVINST 5112.6
(c) MCO P5110.4
(d) CENTCOM REG 25-101

1. Situation. To provide information and direction concerning the requirements for using U.S. Marine Corps Forces, Central Command (MARCENT) official mail program.

2. Mission. This local directive contains instructions for the handling of the U.S. Marine Corps Forces, Central Command official mail program which is supported by U.S. Central Command. U.S. Central Command operates the local Mail Distribution Center (MDC) and provides mail services for all units and activities assigned to the base. All official mail is received and distributed by the MDC and picked up by the assigned G-1 Adjutant Office mail orderlies.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Marines of U.S. MARCENT will be authorized to use the official mail program under the guidelines and provisions set forth in the references and this directive.

(2) Concept of Operations

(a) The definition of official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that are mailable under postal laws may be sent as official mail. By law (39 U.S.C. 3202), only officials of the U.S. Government are authorized to send items through the postal system as official mail. The penalty for misuse is \$300 (18 U.S.C 1719).

(b) Authorized Use of Official Mail:

1. Headquarters, U.S. Marine Corps and subordinate commands.
2. Marine Corps Reserve activities.
3. Morale, welfare and recreation (MWR) activities for business related directly to the execution of the mission.
4. Key Volunteer Network.
5. Nonappropriated fund instrumentalities.
6. Official mail may be used for the mandatory distribution of authorized newspapers and civilian enterprise newspaper (local base newspapers).

JUL 20 2006

(c). Unauthorized Use of Official Mail. U.S. Marine Corps official mail will not be used for the following:

1. For private use.
2. Correspondence that is not exclusively U.S. Marine Corps business.
3. Greeting cards, Christmas cards, retirement announcements, job resumes, and invitations to social functions (except functions authorized and funded from official representation funds in accordance with SECNAVINST 7042.7F of 15 Jan 1981).
4. By retired members of the U.S. Marine Corps, unless acting in an official capacity.
5. Non-mailable items (obtain list from the G-1 Adjutant)
6. For mail not bearing a complete and proper return address.
7. For mailing of authorized Marine Corps Newspapers to individual subscribers.

(d). Coordinating Instructions

1. All incoming/outgoing official mail must contain the following command address to include "OFFICIAL BUSINESS" marking at the end of the address:

COMMANDER
U.S. MARINE CORPS FORCES, CENTRAL COMMAND
7115 S. BOUNDARY BLVD
MACDILL AFB, FL 33621
OFFICIAL BUSINESS

2. The mailing and return addresses on all official mail can be typed, printed on a white label using a laser printer or with a self inking stamp with no punctuation. The addresses can not be handwritten.

3. All outgoing official mail must be dropped off by 1300 to the G-1, Adjutant mail orderlies. Assigned mail orderlies must pick up all incoming official mail from the MDC by 1400.

4. Only those individuals designated in writing by the Commanding Officer are authorized to pick up accountable mail. Once the item has been signed for at the MDC, the individual must ensure that the mail is personally received by the addressee.

5. If a document contains classified material, it will not be opened and must be immediately delivered to the U.S. MARCENT Classified Material Control Center (CMCC) located in building 535 U.S. MARCENT.

6. Overnight Express Service shipments will be made via Federal Express (FedEx) or any other appropriate overnight express service when expedient delivery service is essential to mission accomplishment and appropriately justified to the Headquarters Company, Agency Program Coordinator (APC) for approval. The G-1 Adjutant will not process express mail without proper authorization through the APC.


5. Administration and Logistics. Requests for changes to this order will be made via the Assistant Chief of Staff, G-1.

JUL 20 2006

6. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to Marine Corps Reserve personnel who are under the authority of the Commander, U.S. Marine Corps Forces, Central Command.


GARY S. SUPNICK
Chief of Staff

Distribution: A